



DEPARTMENT OF THE ARMY  
HEADQUARTERS, KOREAN SERVICE CORPS BATTALION  
UNIT #15284  
APO AP 96271-5284

Closing Date: 3 April 2019

EANC-MSK-KZ

27 March 2019

MEMORANDUM FOR All Current Korean Service Corps (KSC) Employees

SUBJECT: Vacancy Announcement No. 19-066

1. This headquarters will accept applications to fill the following position for the HHC, KSC BN.

Position Title & Grade: Community Relations Specialist, KGS-1035-07/09/11

Duty Location: Pyeongtaek

Position Number: One

Pay Range (KGS-07): Between 20,727 Won and 29,901 Won per hour

Pay Range (KGS-09): Between 24,627 Won and 35,662 Won per hour

Pay Range (KGS-11): Between 28,369 Won and 41,188 Won per hour

Tour of Duty: 40 hours per week

NOTE: 1. Target grade of this position is KGS-11. If the position is filled at a lower grade than target grade, the incumbent may be promoted to target grade non-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade. KSC BN management retains the right to determine when an employee will be promoted. 2. A relocation allowance will NOT be authorized for employees selected from outside the commuting area except for the selectees in certain positions in AREA II to other areas under the Yongsan Relocation Plan (YRP). 3. If you have a spouse or relatives employed by the USFK, you should fill it out at "No. 19" in the application form. Your failure to do so will result in appropriated disciplinary action including "REMOVAL".

2. Major Duties & Responsibilities: Serves as a Community Relations Specialist in the Community Relations Division, Public Affairs Office with responsibility for planning, coordinating and implementing on-going annual and special activities, programs and events designed to enhance mutual understanding and friendship between Koreans, U.S. Forces personnel, and organizations in the International Community. Coordinates plans with counterparts at ROK government agencies, subordinate commands and components to execute command engagements. Improves ROK-U.S. Alliance through increased engagement with the ROK, cultivates positive personal interactions and enhances community and media relations. Engages with ROK community, government, media, business, university, schools and military leaders to provide public understanding and appreciation of the ROK-U.S. Alliance. Programs and events include but are not limited to: cultural/orientation/goodwill tours sponsored by Korean agencies for USFK personnel and Korean War veterans, special annual command-wide

observances, and visits from senior ROK and U.S. government officials. Prepares and conducts orientation and command briefings for USFK personnel and distinguished visitors. Prepares schedules and itineraries for official distinguished visitors. Reviews, analyzes and makes assessments on the effectiveness of on-going community relations programs and assists in strategic long-range planning. Provides advice and assistance to commanders and public affairs/community relations officers of component and subordinate commands on community relations matters. Performs oral translation from English into Korean and vice versa, of speeches and discussions at social functions, ceremonies and meetings preparing for such events. Makes written translation of letters, certificates, correspondence dealing with community relations programs, and other written documents as required. Provides other public affairs support as necessary, to including takes photos and writing articles for release via official DoD outlets; executing media escorts; writing and developing public affairs plans and public affairs guidance; serves as public affairs representative to UNC/USFK planning teams and working groups, creating public affairs plans and guidance, and executing those plans and providing other support as necessary during periods of heightened readiness. Performs other duties as assigned.

3. Para/Line No & Job Site: 023/02, Public Affairs Office (PAO), HQ, USFK

4. Qualification Requirements:

a. Experience:

(1) For KGS-07: One year of specialized experience which has equipped the candidate with the particular Knowledge, Skills, and Abilities (KSAs) to successfully perform the duties of the position at or equivalent to KGS-05 level.

(2) For KGS-09: One year of specialized experience which has equipped the candidate with the particular Knowledge, Skills, and Abilities (KSAs) to successfully perform the duties of the position at or equivalent to KGS-07 level.

(3) For KGS-11: One year of specialized experience which has equipped the candidate with the particular Knowledge, Skills, and Abilities (KSAs) to successfully perform the duties of the position at or equivalent to KGS-09 level.

b. English Ability: American Language Course Placement Test (ALCPT) requirement is 60, or above for this position. Internet Based Test TOEFL scores of 45, or TOEIC scores of 550 may be substituted for the ALCPT requirement. Internet Based Test TOEFL and TOEIC scores are valid for two years from the exam date.

5. Substitution of Education for Experience: One full academic year of graduate level education in an appropriate field is qualifying for KGS-07 level. Two full academic years of graduate level education leading to a master's or equivalent graduate degree in an appropriate field is qualifying for KGS-09 level. Three full years of progressively

higher level graduate education leading to a doctoral degree in an appropriate field is qualifying for KGS-11 level.

6. How to Apply: Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documents. It is imperative that each item of the application be accurately and completely filled in. Applications that are not completed, incorrect, received after closing date, or submitted without legible supporting documents will not be processed. Any documents in Hangul must be translated into English and submitted.

7. Where to Apply: Qualified and interested applicants may submit an application and copies of supporting documents to e-mail ([usarmy.yongsan.8-army.mbx.ksc-rpo@mail.mil](mailto:usarmy.yongsan.8-army.mbx.ksc-rpo@mail.mil)) no later than seven calendar days after the date of this memorandum.

8. Employment Policy: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within the KSC, nor may they interfere with applicants exercising their right to apply for vacancy. Any employee found guilty of these practices will be subject to removal from KSC employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the BN SGM at 756-1902, or commercial telephone 0503-356-1902, HQ, KSC BN.



JOHN E. COOPER  
LTC, AG  
Commanding